State of Arizona Department of Education
Tom Horne Superintendent of Public Instruction

Online Technical Assistance For CTE Basic Grant and Data Reporting

July 2008

Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

Online Technical Assistance for CTE Basic Grant and Data Reporting Workshop

July 19, 2008

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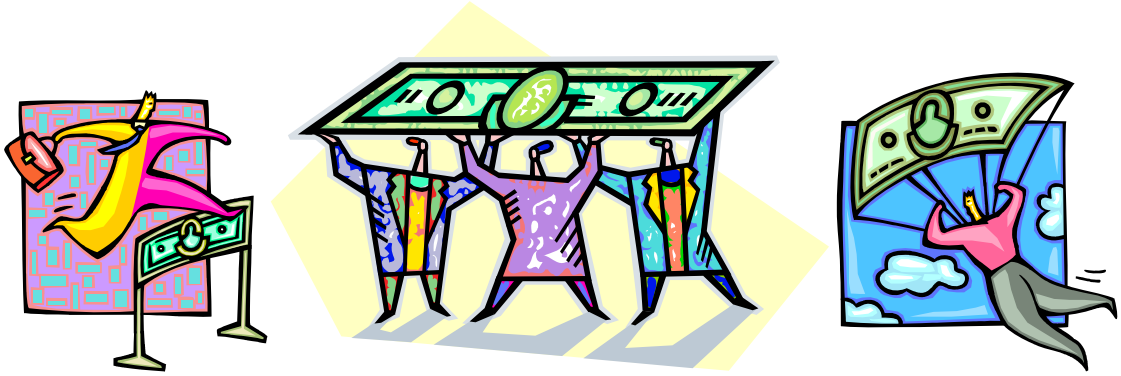

2008 ACTE CONFERENCE
PRE-CONFERENCE SESSION

Online Technical Assistance for CTE Basic Grant and Data Reporting Workshop

8:00 am – 8:30 am	Registration (outside the Computer Lab) Tammie Chavez and Kathy Butts
8:30 am - 9:00 am	Welcome and Introduction of Participants **(Reg Mtg Rm)** Steve Peterson
9:00 am - 10:00 am	Managing the Carl Perkins Basic Grant **(Computer Lab)** (NOI, Coherent Sequence and Basic Grant Application) Jeanne Roberts
10:00 am - 10:15 am	Break
10:15 am - 11:30 am	CTE Fiscal Application Development & Reporting **(Reg Mtg Rm)** (completion reports & cash management system) Nancy Schmidt and Tammie Chavez
11:30 am - 12:30 pm	Lunch
12:30 pm - 1:30 pm	Electronic Enrollment Reporting **(Computer Lab)** Jet Wilson and Della Hofer
5 minute Stretch	
1:30 pm - 2:00 pm	Concentrators and Placements **(Computer Lab)** Donna Kerwin
2:00 pm - 2:15 pm	Break
2:15 pm - 3:00 pm	Creating Computer Reports and Data Downloads **(Computer Lab)** Penny Legge
3:00 pm – 4:00 pm	Data Quality **(Reg Mtg Rm)** Penny Legge
4:00 pm - 4:30 pm	Q & A and Wrap-up Collect Evaluations and Distribute Door Prizes

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2008-09 CTE Reporting Events

- NOI Process (Notification of Intent)
- Prepare CTE Basic Grant Application and Coherent Sequence
- Cash Management Report for Federal Projects due the 18th of each month
- Report course Enrollment (40th/100th Day)
- Conduct Placement Surveys
- Conduct Student Assessments at end of program
- Report Placement, Program Enrollment and Concentrators
- Submit Priority Programs State Block Grant applications
- Establish Program Improvement Team
- Submit Project Amendments if necessary
- Examine Performance Review Data
- Choose Evaluation Method
- Create Action Plan
- Set Performance Targets
- Set Goals for Improvement
- Monitor Performance over time
- Submit Completion Reports 90 days after project end date

*Some of the items in this list have specific due dates. Many of the items are continuous and may change given the calendar at any school. If you have any questions about this process, please call your Basic Grant Liaison.